



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Department: Information and
Communications Technology

Call for Speakers

Theme: Secretaries Embracing Human-Centric Innovation and Sustainability Practices

Do you have an interest in Human Centric Innovation and Sustainability skills that you would like to share with Secretaries, Personal Assistants, Office Administrators, and Office Managers? If so, NUST invites you to submit a Call for Speakers, to present at the seventh (7) Secretaries' Convention of the Namibia University of Science and Technology (NUST). It will be held on Friday, 27 October 2023. This Convention will be delivered face-to-face. You should limit your presentation to 25 minutes, and it should be captivating enough to stimulate discussion, action, and value addition. Choose an appropriate theme for your presentation.

Topics:

1. Effective minute-taking and report-writing techniques
2. Critical thinking and strategic problem-solving skills Masterclass
3. Organisational Culture Change: New ICT Tools and Techniques for Office Administrators in the digital age
4. Towards people-centric public services for Office Administrators
5. Time management and proper organisational skills
6. The importance of employee wellness and establishing healthy relations in the workplace
7. Master your finances (budgeting, investing and debt management).

Deadline: Friday, 14 July 2023

Enquiries

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